

Creating an Employability Plan/FIA

To Create an Initial Employability Plan/FIA (Family Investment Agreement):

Step	Action
1.	<p>'Next' to the EMPS screen.</p> <ul style="list-style-type: none"> The required participants will display for the benefit month that was accessed. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> EMPS EMPLOYABILITY PLAN/FIA SELECTION 07/01/07 14:13:22 KIM C CASE NUMBER: 000002 CASE NAME : GRIFFITH, ANDY M MONTH: 0807 TWO PARENT : Y SEL POA PERSON NAME NEG 01 GRIFFITH, ANDY M HOURS 02 GRIFFITH, ETHEL K WORC AUTH: GOOD CAUSE: NEXT--> </pre> </div>
2.	<p>To begin working the Employability Plan/FIA, you can press Enter to access the first required participant's EMPL (Employability Plan/FIA) screen.</p> <ul style="list-style-type: none"> Or, you can select a specific person by entering a character in the SEL field next to his or her POA number to access his or her EMPL screen.

3.	<p>When EMPL is initially accessed, only the Required component will display.</p> <ul style="list-style-type: none"> ❑ OPA: Enter appropriate component code(s), start and end dates, negotiated hours and comments in the fields in the OPA Section (see steps 4-6). ❑ WoRC: If the participant has a WRC component in the OPA Section, enter appropriate component code(s), start and end dates, comments, and negotiated hours in the fields in the WoRC Section (see steps 4-6). <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <pre> EMPL EMPLOYABILITY PLAN/FIA 11/10/07 14:13:53 PAGE: 01 CASE NUMBER: 000002 PERSON NAME: GRIFFITH, ANDY MONTH: 0807 CLIENT POA: 01 TWO PARENT: Y MT TANF MNTHS: 15 TOTAL HOURS: 152 FAMILY VIOLENCE: N N/S/D CODE DESCRIPTION START END DT STS NEG HRS CMPLY MAE ACCEPT & MAINT EMPL 080107 999999 R WRC WORC COMPONENT 080107 999999 Y {One comment line for OPA entered components.} WEX WORK EXPERIENCE 080107 083107 152 Y {Two comment lines for WoRC entered components.} PRINT MONTHS FROM: TO: QUICK PRINT: N PRINT ALL: N PF6=FIRST PAGE PF7=PAGE UP PF8=PG DOWN NEXT POA: N </pre> </div>
4.	Type the 3-letter code in the “Code” field (Online Help is available).
5.	For each optional component, assign the appropriate Start and End dates.
6.	<p>For each optional component, tab to the “Neg Hrs” (negotiated hours) field, and enter the number of hours assigned to that component.</p> <ul style="list-style-type: none"> Assign appropriate hours based on the time span that was entered in Step 5. TEAMS has been programmed to prevent excessive hours based on components entered, 1 or 2 parent household designation, and application date. See the rest of this guide for more information.
7.	Type specific instructions in the Comment field below each component. You may also enter a Component Note (see instructions later in this guide).
8.	<p>Press Enter to total the hours.</p> <ul style="list-style-type: none"> The current total is shown in the “Total Hours” field in the upper right.
9.	Repeat Steps 4 – 8 to add more components, as appropriate.

10.	<p>When finished adding components, press Enter. Then use one of the following exit commands:</p> <p>(1) Press F3; or</p> <p>(2) Type another person's POA number in the "Client POA" field (upper left of screen); or</p> <p>(3) Type Y in the "NEXT POA" field at the lower right.</p> <p>(4) Press F5 to return to EMPS.</p> <ul style="list-style-type: none"> TEAMS will validate the entered data. It then (a) displays error messages, or (b) saves the data and exits the EMPL screen as follows: <ul style="list-style-type: none"> Option 2 above displays the EMPL screen for the POA requested; Option 3 displays the EMPL screen for the next required person by POA number; Options 1 and 4 exit the EMPL screen entirely.
11.	<p>If an error message indicates there are too many or too few negotiated hours, repeat Steps 6 - 8 to correct it.</p> <ul style="list-style-type: none"> Be sure the Total Hours field has been updated before repeating Step 10.
12.	Repeat the process for all required participants in the case.

Maximum hours for HNC Component:

- These are system maximums only; you should assign fewer hours when appropriate.

HNC Hours Not Completed (1 st of Mo. thru App Date)	
If App. Date is:	Max. hours are:
2 nd – 7 th	33 (1 P) or 38 (2 P)
8 th – 14 th	66 / 76
15 th – 21 st	99 / 114
22 nd – Last day	132 / 152

To DELETE a component:

- Components may only be deleted from the screen on the SAME DAY they were entered.

Step	Action
1.	Tab to the N/S/D field to the far left of the desired component.
2.	Type a D and press Enter.

To DROP a component:

- A component may be dropped if appropriate per policy, if it is no longer required of the participant, and if ZERO hours will be completed. They cannot be dropped for past benefit months.

Step	Action
1.	Tab to the Status (STS) field for the component to be dropped, type D , and press Enter. <ul style="list-style-type: none"> • Negotiated hours will be removed, and no further changes can be made to the component. • If a component is dropped in error, it cannot be reinstated. Re-add it on a new line.

To Enter a Component Note:

Step	Action
1.	Type N in the N/S/D field to the left of a component; press Enter. This accesses the CONO (Component Note) screen.
2.	On CONO , enter the note text. Press Enter to save the note, then F9 to return to FAIA. <ul style="list-style-type: none"> • An asterisk (*) will now display to the left of the component. The note will also display on the CANS (Case Note Summary) screen with an asterisk; access CANS to read component notes.

To Print a Client's EP/FIA:

Step	Action
1.	On the EMPL screen, tab to the "Print Months From/To" fields, and enter the <u>benefit months</u> that you wish to print (up to four months), in MMY format. Press Enter. <ul style="list-style-type: none"> • To print just <u>one</u> month, enter that month in both the "From" and "To" fields. • TEAMS prints only the EP if a WoRC Case Manager is signed on, and only the FIA if an Eligibility Case Manager is signed on.
2.	If desired, the QUICK PRINT or PRINT ALL fields can be used. <ul style="list-style-type: none"> • To print only the amended program activities (instead of the full rights and responsibilities), enter Y in the QUICK PRINT field. • To print the full FIA and EP including the rights and responsibilities, enter Y in the PRINT ALL field.